

23 FEB 1971

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Survey of Need for Shorthand Course

Plw - Jok. 1

1. You will recall that on 8 February 1971 I questioned an item in your 27 January Weekly Report regarding the survey [REDACTED] was undertaking concerning a beginning course in shorthand. Your response refreshed my memory that this project had its origin in the report of Seminar #5. I have now reread the report of that Seminar, the recommendations of which were approved in total by the DD/S. The proposal did indeed suggest an OTR survey to determine Agency need and employee interest. I have discussed this with the Director of Personnel and he is concerned that such a survey among the employees themselves might be unwise. We frequently hear the complaint by young women in supposed secretarial positions that they don't get enough dictation and are losing their shorthand skills. If this is true, there would be little point in falsely encouraging hopes on the part of those not currently skilled in shorthand that, if they acquired the skill, they could expect to advance more rapidly. May I suggest, therefore, that [REDACTED] talk to Mr. Fisher and his people before undertaking a survey among the employees. It may be that the survey at least should be first conducted among those to whom secretaries are assigned or among the Personnel Officers of the Agency.

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2. You certainly know that I'm not opposed to giving lower graded employees opportunities to improve themselves, but, if as a matter of fact the opportunities are false, more harm than good could result.

1/1 Bob
Robert S. Wattles
Assistant Deputy Director
for Support

cc: Director of Personnel

ADD/S:RSW/ms (23 Feb 71)

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1 - DD/S Subject, w/Background (DD/S 71-0503, 71-0421)